

12.350 AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS)

Reference:

Standards Manual - 42.2.1

Definitions:

Value Quality - Latent fingerprints containing ridge characteristics that may be identifiable for developed suspect(s). "Value Quality" latent fingerprints are not suitable for an AFIS search. Examples of "Value Quality" latent fingerprints would include palms, tips, or where determination of core/axis is not possible.

AFIS Quality - Latent fingerprints that contain suitable ridge quality, ridge count, number of minutiae [points], and where determination of core/axis placement is probable.

No Value - Latent fingerprints lacking ridge characteristics necessary to form an identification.

Registered - Entered and retained latent fingerprints in AFIS.

Elimination Fingerprints - Inked fingerprints belonging to persons other than possible suspects.

Procedure:

A. AFIS Submission Requirements:

1. Officers developing and lifting latent fingerprints must provide the following information on the rear of the latent lift card:
 - a. Date fingerprint lift was done
 - b. Type of offense
 - c. Complainant/victim's name
 - d. Location of offense
 - e. Article and location of lift
 - f. Officer's last name and badge number

2. Criminalistics Unit will not accept latent lift cards without the required information.
 - a. Criminalistics Unit personnel will attach a note indicating what information is incomplete or omitted. The requesting officer will pick up the latent lift card for correction.
 3. Attach an Evidence Examination Worksheet (Form 457) to all latent fingerprint lifts. The submitting officer portion of the form must be complete and either printed or typed.
 4. Criminalistics Unit personnel may also process articles submitted for investigation.
 - a. Attach a Form 457 to all articles.
 - b. Attach a Property Receipt (Form 330) to all articles.
 - c. The Criminalistics Unit latent examiner is responsible for marking the pertinent information on lift cards or photographs when latents of "Value Quality" or "AFIS Quality" are developed from submitted evidence.
 5. Submit latent lift cards or articles to the Criminalistics Unit between 0800-1600 hours, seven days a week.
- B. Dispositions of Latent Lift Cards/Evidence:
1. "No Value" or undeveloped print submissions.
 - a. Criminalistics Unit will forward the white copy of Form 457 to the submitting officer. The district/section/unit will pick up the latent lift/evidence when notified. The district/section/unit is responsible for determining the final disposition of the latent lift/evidence.
 2. "Value Quality" fingerprints.
 - a. If the investigation is a Homicide, Rape, Felonious Assault, Kidnapping, Abduction, Aggravated Robbery, Aggravated Burglary, or Auto Theft:

- 1) Criminalistics Unit will compare the fingerprints to elimination prints.
 - 2) If there is no match with elimination fingerprints, Criminalistics Unit personnel will return the white copy of Form 457 to the submitting officer's district/section/unit. Criminalistics Unit will advise if the print is of "Value Quality." The investigator will respond to the Criminalistics Unit to pick up the latent lift card.
 - 3) Criminalistics Unit will send submitted articles, from which they have obtained latent fingerprints, to the Court Property Unit.
- b. Officers will contact Criminalistics Unit for instructions when latent fingerprint processing is needed in cases other than those listed in Section B.2.a.
3. "AFIS Quality" fingerprints.
- a. If the investigation is a Homicide, Rape, Felonious Assault, Kidnapping, Abduction, Aggravated Robbery, Aggravated Burglary, or Auto Theft:
 - 1) Criminalistics Unit will search AFIS for latent fingerprints remaining after comparison with elimination prints.
 - a) If elimination prints are not submitted, they may be required by the Criminalistics Unit supervisor. This will cause the latent examiner to send a request (along with the findings) to the supervisor in charge of the investigation. This request will go to the bureau commander on a Request for Elimination Prints, Form 190.

- 1] Criminalistics Unit must receive a response within 14 days. If there is no response within this period, the investigating unit's supervisor will send a Form 17 to the Criminalistics Unit Commander explaining the reason for the delay. It will also give the time needed to comply with the request.
- 2) After verification of any AFIS hit from a search, the latent fingerprint examiner will send a copy of the Form 457 to the submitting officer indicating the results.
- 3) The latent examiner will also send a copy of the Form 457 to the supervisor of the investigating district/section/unit.
- 4) The investigative district/section/unit supervisor will ensure the return of a completed Supplementary Offense Report (Form 311) to the latent fingerprint examiner within 14 days of notification. It will include the following information:
 - a) Identified subject charged in offense/criminal case number
 - b) No prosecution, as in otherwise case closure
 - c) Case pending further investigation
 - d) Identification alone will not support warrant/prosecution in this case

5) "AFIS Quality" fingerprints that result in no hit may become registered in the Unsolved Latent File (USLF). The "Results" section of the Form 457 will include this information. Latent fingerprint examiners will notify the submitting officer when a search resulted in no hit.

6) All USLF registered latent prints will be filed at the Criminalistics Unit.

b. Officers will contact Criminalistics Unit for instructions when latent fingerprint processing is needed in cases other than those listed in Section B.3.a.

C. Cases Involving Known Suspect(s)/Arrest(s):

1. The Criminalistics Unit latent fingerprint examiner will obtain a hard copy of the 10-print record from the Hamilton County Sheriff's Office Central Identification Division (CID). The examiner will make comparisons to the latent lifts.
2. The latent examiner will contact the submitting officer if an identification is not made. The examiner will obtain elimination prints, if possible, for further comparison, using the procedure outlined in Section B.3.a.1).
3. The submitting officer will determine if it is feasible to conduct a search of the latent fingerprint in AFIS based on the following criteria:
 - a. Would identification aid in prosecution of the case?
 - b. Would identification result in closure of the case?
 - c. Has the offense been closed by arrest?

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